

Template letter 23

Consultation with requester before relying on section 18(e) or (g) OIA / 17(e) or (g) LGOIMA

[Date]

[Name and address of requester]

Dear [name]

Request for [brief detail of subject matter of request]

I refer to your request dated [date] for [brief detail of the subject matter of the request].

Unfortunately, we are having considerable difficulty finding the information you requested. We may have to refuse your request under section CHOOSE [18(e) of the OIA / 17(e) of the LGOIMA because the document does not exist or cannot be found] OR [18(g) of the OIA / 17(g) of the LGOIMA because the information is not held].

Before doing so, we wanted to check whether we have understood your request correctly, and whether you have any ideas about where we ought to look for the information. This might include specific search locations or specific search terms.

If you do, we would be grateful to hear from you by [insert date that will enable the agency to meet its statutory obligation to make and communicate its decision on the request no later than 20 working days after it was received].

If you want to discuss your request, please feel free to contact [details of contact person].

Yours sincerely

[Name]

Note:

If you don't hear back from the requester you will still need to make a decision on the request within the maximum statutory timeframe.